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MEMORANDUM FOR: Chief, Building Planning Staff, OL

Chief, Personnel and Training Staff, OL

Chief, Planning Staff, OL

Chief, Procurement Management Staff, OL

Chief, Security Staff, OL

Chief, Logistics Services Division, OL Chief, Printing Services Division, OL

Chief, Procurement Division, OL

Chief, Real Estate and Construction Division,

Chief, Supply Division, OL

SUBJECT

: Second Annual Logistics Officers Conference Question and Answer Session

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1. The Second Annual Logistics Officers Conference was held at the on 14 and 15 October 1971. Approximately 85 guests

were in attendance.

- 2. Part of the structuring of the agenda for the conference allowed for the attendees to be broken into smaller groups and given time to develop questions. The agenda format then called for a panel consisting of the senior officers of the Office to be given these questions and comment accordingly. The questions submitted by the attendees were excellent and the majority of the attendees evidenced an expression that the resultant "question and answer" period was one of the more interesting parts of the entire conference. The "question and answer" period was recorded and it was suggested by several attendees that other members of the Logistics Career Service might enjoy reading a transcript of the session.
- 3. We have selected for the Attachment those questions which appear to possess the greatest interest to the greatest number of people. The answers are given in the words of the officer who responded. We have had to do some editing in order to eliminate verbosity and also insure at least a minimum degree of grammatical acceptance. We have endeavored in the editing process, however, not to make any changes in the substance of the responses to the questions.
- 4. It is requested that this memorandum and the Attachment be circulated to all personnel of your office.

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John F. Blake Director of Logistics

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